

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2512

Page 1 of 1

Agency **Maryland Department of the Environment
Science Services Administration / Dredging and 303D Section**

Division/Unit

Item No.	Description	Retention
	Supersedes schedule #2419. Items # 1, 2, 3, & 6	
1.	Meeting minutes, reports These records show policy and implementation and include Meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain permanently, transfer to the State Archives periodically in accordance with Archives Rules and Regulations for Electronic Records.
2.	Memos, notes and correspondence These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for three (3) years, then destroy.
3.	Laboratory data sheets These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain for 5 years, then destroy
4.	303 D List (Web site and shared drive) These records show a searchable data list. This includes over 2,000 records, 2002 -present.	Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.

Scheduled Approved by Department, Agency, or Division Representative.

Date 12-11-08

Signature Susan Douglas

Typed Name Susan Douglas

Title Records Management Coordinator

Schedule Authorized by State Archivist

Date 4 Jun 09

Signature [Signature]

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 4

1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Science Services Administration

3. **UNIT**
Dredging and 303D Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Meeting minutes, reports

5. **EARLIEST YEAR / LATEST YEAR**
1997 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records show policy and implementation and include meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island and Pooles Island dredging sites.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. **RECORD SERIES SEQUENCE**

Alphabetical

Numerical

X Chronological

Geographical

Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1
Number Other (Specify)

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1
Number Other (Specify)

11. **FILE IS USED**

X Daily Weekly X Monthly

12. **FILE BECOMES INACTIVE AFTER**

Number Month(s) Year(s)

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
Yes X No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

16. **AUDIT REQUIREMENTS**

X None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION
Meeting minutes, reports -Retain permanently, transfer to the State Archives periodically.

19. **NAME AND TITLE OF PREPARER**
Matt Rowe, NRP V

20. **TELEPHONE NUMBER**
410.537.3578

21. **DATE**
12/10/2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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RECORDS MANAGEMENT DIVISION
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Science Services Administration

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Dredging and 303D Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Memos, notes and correspondence

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1997 TO Present

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These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island/Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives Retain all other material for three (3) years, and destroy.

19. NAME AND TITLE OF PREPARER
Matt Rowe, NRP V

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Science Services Administration

3. **UNIT**
Dredging and 303D Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Laboratory data Sheets

5. **EARLIEST YEAR / LATEST YEAR**
1997 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, and Pooles Island dredging sites.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. **RECORD SERIES SEQUENCE**

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. **FILE IS USED**

X Daily Weekly X Monthly

12. **FILE BECOMES INACTIVE AFTER**

5 Month(s) X Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
Yes X No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

16. **AUDIT REQUIREMENTS**

X None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION
Data sheets -Retain for 5 years, then destroy.

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12/10/2008

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303 D List (WEB site and shared drive)

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X Other (Specify) -Records kept on hard drive of computer.

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Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. **VOLUME**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify) Web site
Number and shared drive

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
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